

# REQUEST FOR QUALIFICATIONS



Department of Executive Services  
Finance and Business Operations Division  
Procurement and Contract Services Section  
206-684-1681 TTY Relay: 711

DATE ADVERTISED: **November 11, 2004**

RFQ Title: **IT Consulting Services Roster**

Requesting Dept./ Div.: **King County Office of Information Resource Management**

RFQ Number: **169-04RLD**

Due Date: **December 9, 2004 — no later than 2:00 P.M.**

Buyer: **Roy L. Dodman** [roy.dodman@metrokc.gov](mailto:roy.dodman@metrokc.gov), (206) 263-4266

## Pre-Submittal Conference:

A conference to discuss questions related to this RFQ shall be held at **10:00 a.m. on Friday, November 19, 2004**, in Conference Room 2866 on the 28<sup>th</sup> Floor of the Henry M. Jackson Federal Building, 915 Second Avenue, Seattle, WA 98104. Be prepared to go through Federal Security Clearance check for entering building. You must have approved picture ID.

Sealed Qualification Submittals are hereby solicited and will **ONLY** be received by

**King County Procurement Services Section  
Exchange Building, 8<sup>th</sup> Floor  
821 Second Avenue  
Seattle, WA 98104-1598**

Office Hours - 8:00 a.m. - 5:00 p.m.  
Monday - Friday

## **SUBMITTERS MUST COMPLETE AND SIGN THE FORM BELOW (TYPE OR PRINT)**

Company Name		
Address		City/State/Zip Code
Signature	Authorized Representative / Title	
E-mail	Phone	Fax
SEDB Certification number (see Section II, Part 3 of this RFQ)		

This Request for Qualifications will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

Sealed qualification submittals are hereby solicited and will be received only at the office of the King County Procurement Services Section at 821 Second Avenue, 8<sup>th</sup> Floor, Seattle, Washington, 98104 no later than 2 p.m. on the date noted above regarding an *IT Consulting Services Roster* for the *King County Office of Information Resource Management*. These services shall be provided to King County in accordance with the following and the attached instructions, requirements, and specifications.

Submittal: King County requires the Submitter to sign and return *this entire Request for Qualification (RFQ) document*. The Submitter shall provide *one unbound original* and *three (3) copies* of the submittal response, data or attachments offered, for *four (4) items* total. The original in both cases shall be noted or stamped "Original".

Pre-Submittal Conference: A conference to discuss questions related to this RFQ shall be held at 10:00 a.m. on Friday, November 19, 2004, in Conference Room 2866 on the 28th Floor of the Henry M. Jackson Federal Building, Seattle, WA 98104. Be prepared to go through Federal Security Clearance Check to enter building. Attendees *must* show valid State or Federal identification for building access.

Questions: After the Pre-Submittal Conference, Submitters will be required to submit any further questions in writing prior to the close of business Wednesday, November 24, 2004 in order for staff to prepare any response required to be answered by Addendum. Questions are best received and most quickly responded to when sent via e-mail directly to the following King County procurement personnel: *Primary* – Roy L. Dodman, Senior Buyer [roy.dodman@metrokc.gov](mailto:roy.dodman@metrokc.gov) / *Secondary* – Cathy M. Betts, Buyer [cathy.betts@metrokc.gov](mailto:cathy.betts@metrokc.gov). Questions may also be sent via fax or mail to the address above.

## **SECTION I – GENERAL INFORMATION**

- A. King County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory handicap in an otherwise qualified handicapped person.
- B. All submitted qualifications and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so *at the conclusion* of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between King County and the selected Consultant. Please note that if an interested party requests copies of submitted documents or evaluation materials, a standard King County copying charge per page must be received prior to processing the copies. King County *will not* make available photocopies of pre-printed brochures, catalogs, tear sheets or audio-visual materials that are submitted as support documents with qualification submittals. Those materials will be available for review at King County Procurement.
- C. No other distribution of qualifications will be made by the Submitters prior to any public disclosure regarding the RFQ, the submittal or any subsequent awards without written approval by King County. For this RFQ all qualification submittals received by King County shall remain valid for ninety (90) days from the date of submittal. All submittals received in response to this RFQ will be retained.
- D. Submittals shall be prepared simply and economically, providing a straightforward and concise but complete and detailed description of the Submitter's abilities to meet the requirements of this RFQ. Fancy bindings, colored displays and promotional materials are not desired. Emphasis shall be on completeness of content.
- E. King County reserves the right to reject any qualification submittals deemed not responsive to its needs.
- F. In the event it becomes necessary to revise any part of this RFQ, addenda shall be created and posted at the King County Procurement web site. Addenda will also be conveyed to those potential submitters providing an accurate e-mail address. If desired, a hard copy of any addenda may be provided upon request.
- G. King County is not liable for any cost incurred by the Submitter prior to issuing the contract.
- H. A contract may be negotiated with the Submitter whose qualifications would be most advantageous to King County in the opinion of the King County Office of Information Resource Management, all factors considered. King County reserves the right to reject any or all qualification submittals.

- I. This RFQ shall be available for use by all King County Departments, Divisions and Agencies. If orders will be placed by the County's Transit Division, the Contractor will be required to sign and comply with the Federal Transit Administration's (FTA)'s required documentation.
- J. The contents of the qualification submittal of the selected Submitter shall become contractual obligations if a contract ensues. Failure of the Submitter to accept these obligations may result in cancellation of their selection.
- K. A contract between the Consultant and King County shall include all documents mutually entered into specifically including the contract instrument, the RFQ, and the response to the RFQ. The contract must include, and be consistent with, the specifications and provisions stated in the RFQ.
- L. News releases pertaining to this RFQ, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the King County Department of Executive Services.
- M. King County Code 4.16.025 prohibits the acceptance of any bid, proposal or submittal after the time and date specified on the Request for Qualifications. There shall be no exceptions to this requirement.
- N. King County agencies' staffs are prohibited from speaking with potential Submitters about the project during the solicitation.

Please direct all questions to:

Roy L. Dodman / Senior Buyer  
(206) 263-4266  
[roy.dodman@metrokc.gov](mailto:roy.dodman@metrokc.gov)

or Cathy M. Betts / Buyer  
(206) 263-4267  
[cathy.betts@metrokc.gov](mailto:cathy.betts@metrokc.gov)

NOTE: Documents and other information is available in alternate formats for individuals with disabilities upon advance request by calling Mary Lou Allwine at 206-296-4210 or TTY711.

- O. Protest Procedure - King County has a process in place for receiving protests based upon either bids, proposals, submittals, or contract awards. If you would like to receive or review a copy, please contact the Buyer named on the front page of this document or call Procurement Services at 206-684-1681.
- P. Term Service Requirement

If a contract is awarded based on this RFQ, it may contain the following provision:

#### Contract Extension

The initial contract period will be for one (1) year from the start date of the contract. The term of the contract may be extended in one (1) year increments for four (4) additional one-year periods for a total contract duration of five (5) years, in accordance with the County's best interest and at the sole option of the County. Prices shall remain firm for the duration of the contract period. Reasonable price changes based on market conditions and price/cost analysis *may* be requested, if such escalations are based on changes in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for All Urban Consumers ("CPI-U") for the Seattle-Tacoma-Bremerton Statistical Metropolitan Area for the preceding calendar year. You may obtain information about the CPI-U in general and the Seattle area in particular by visiting the United States Bureau of Labor Statistics web site at <http://www.bls.gov/cpi/>. In the event the CPI-U (or a successor or substitute index) is no longer published, a reliable government or other non-partisan index of inflation selected by the County shall be used to calculate any adjusted amounts. Requests for any such changes are to be made in writing to the King County Office of Information Resource Management, and approved by the County Executive or his/her designee. Any agreed-to change shall take effect at the time of the contract extension and shall remain in effect throughout the extension period. The parties hereto recognize that such changes could be increases or decreases in the prices; both parties are entitled to benefit from such price changes.

- Q. Electronic Commerce and Correspondence. King County is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most Invitations to Bid, Requests for Proposal, and Requests for Qualifications, as well as related exhibits, ap-

pendices, and issued addenda can be found on the King County Internet Web Site, located at <http://www.metrokc.gov/finance/procurement>. Please refer to the "RFPs, RFQs & ITBs / New / Consultants" portion of the site (note: some documents or portions thereof may not be posted on the site. Please note any special messages regarding a particular solicitation). This information is posted at the Web Site as a *convenience* to the public, and is not intended to replace the King County process of formally requesting bid documents and providing the County with contact information for the potential Submitter. Each Submitter bears the responsibility to confirm the completeness and accuracy of all documents pertaining to a given solicitation, including the receipt of all issued addenda.

If a Submitter downloads a document from the Web Site and does not contact the Procurement Office to obtain a hard copy, the Submitter *must* use the "Feedback" (Envelope) button at the bottom of the Web page to convey the Submitter's company name, contact name, mailing address, and phone/fax number to the County. Please note which document/documents were downloaded.

After submittals have been opened in public, the County will post a listing of the consultants submitting qualifications at the King County Internet site. Please refer to the "RFPs, RFQs & ITBs / Awarded / Consultants" portion of the site for a listing, as well as a notification of a final determination.

Unless otherwise requested, letters and other transmittals pertaining to this RFQ will be issued to the e-mail address noted in our files, and after submittal, noted on the first page of this document. If other personnel should be contacted via e-mail in the evaluation of this submittal, or to be notified of evaluation results, please complete the information in the table below.

Contact Name	Title	Phone	E-mail address

- R. Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged.
- S. Qualifications submitted under this RFQ shall be considered public documents and with limited exceptions qualification submittals that are recommended for contract award will be available for inspection and copying by the public.

If a Submitter considers any portion of his/her submittal to be protected under the law, the Submitter shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." The Submitter shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, the County will determine whether the material should be made available under the law. If the material is not exempt from public disclosure law, the County will notify the Submitter of the request and allow the Submitter ten (10) days to take whatever action it deems necessary to protect its interests. If the Submitter fails or neglects to take such action within said period, the County will release the portion of the submittal deemed subject to disclosure. By submitting qualifications, the Submitter assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure.

Type of exemption	Beginning Page / Location	Ending Page / Location


- U. Submitters are urged to use recycled/recyclable products and both sides of paper for printed and photocopied materials, whenever practicable, in preparing responses to this RFQ.
- V. Bid Identification Label: Please see the Bid Identification Label on the last page of this document.

## **SECTION II – PROJECT BACKGROUND, REQUIREMENTS, AND SCOPES OF SERVICES**

### **PART 1 – Purpose, Background, Work Order Process**

#### **A. Purpose**

The purpose of this RFQ is to establish a Consultant Roster Contract that will consist of a pool of pre-selected consultants who have been pre-qualified to perform work in one or more of the Information Technology (IT) service categories listed below. King County's Office of Information Resource Management is soliciting Requests for Qualifications (RFQ) from firms that are qualified and interested in providing high quality Information Technology and other related consulting services for all interested King County Agencies that may require resources exceeding that agency's available staff and technical resources. It is the intent of this RFQ to provide King County with the capability and flexibility to supply the County with highly skilled consultants that will be available to respond to requests for Information Technology Services in a timely manner, on an "as-needed basis". Services are being solicited in the following areas:

**Category A** – IT Project Management

**Category B** – Information Technology Solutions

**Category C** – Technology Planning and Consulting

**Category D** – Security and Privacy

**Category E** – Training

**Category F** – Technical Writing and Documentation

To be included in the pool and placed on King County's consultant roster, pre-qualified vendors will be required to sign an Agreement with King County. The objective of this process is to secure the services of these pre-qualified vendors in order to reduce the redundancy and the efforts expended by King County's individual Agencies in securing consulting services. This streamlining will serve the best interests of the County by simplifying the overall contracting process to secure a contract for specific IT Services as well as reducing overall time and costs.

This Request for Qualifications outlines the information necessary to understand the consultant selection process and the required documentation in submitting qualifications for this program. The procurement of these services will proceed in two phases:

1. Documentation of qualifications shall be submitted to King County, utilizing the attached RFQ Response Form, no later than 2:00 p.m., December 9, 2004, after which time they will be reviewed and evaluated by members of a Consultant Selection Team. The written evaluation process will be worth a maximum of 100 points.
2. Interviews may be requested from finalists. If interviews are deemed necessary they will be held in accordance with the schedule contained in this RFQ, and will be worth a maximum of 40 points.

King County anticipates issuing individual contracts to multiple consultant firms, not to exceed a potential value of \$500,000 per consultant, per year for each category of work. As a Term Service Requirement, King County reserves the right at its sole option to amend the contract(s) for one-year renewals, up to a total contract term not to exceed five (5) years. Consultants selected and placed under contract in the consultant pool will not be guaranteed a minimum level of work and will agree to be available on an as-needed basis.

King County, at its sole option, may increase the not to exceed amount for any individual contract secured. The County also anticipates opening the Roster process in 2-3 years time, in order to allow participation by firms that are not offered contracts via this RFQ. If the County reopens the process, firms already holding a contract will not be required to resubmit, unless they seek to have additional categories of work added to the contract. All contracts will terminate no later than the five-year period noted above.

Assignment, coordination, and administration of the contracts will be the responsibility of the contract administrator.

## **B. BACKGROUND**

### **1. King County Government – A Condensed Overview**

King County is a multi-purpose government with approximately 16,000 employees. Located in Washington State, and covering more than 2,200 square miles between Puget Sound and the Cascade mountain range, King County is nearly twice as large as the average county in the United States. With more than 1.7 million people, King County ranks as the 12th most populous county in the nation. The largest city in King County is Seattle, and the Seattle/Tacoma/ Bremerton Metropolitan Statistical Area is the 13th most populous MSA in the nation. (County and MSA population statistics from the 2000 U.S. census.)

King County provides regional services to all residents of the county, including people who live within the cities. County operations include courts and related legal services, public health services, county sheriff and jail, records and elections, property tax appraisals, assessments, public transit, wastewater treatment, and regional parks and facilities including the King County International Airport (Boeing Field).

### **2. Overview of the County's Network**

The King County network is composed of numerous components including the core infrastructure, transport architecture, and several miles of cabling. The county's wide area network (WAN) comprises over eighty sites in a multiple hub and spoke topology and is based on a fiber backbone. It is a type of hybrid composed of both Windows NT-based domains and Novel Netware 4.11 and 5.1 NDS networks. Core network electronics utilize Cisco equipment; however, the County also uses other non-Cisco switches and routers. The County's Institutional Network (I-NET), is fiber optic and connects approximately 300 public facilities in the county. The I-NET can be used for data, voice, and video communications. It serves schools in unincorporated King County; King County Government Agencies, other public agencies and non-profit organizations.

## **C. COMPUTING ENVIRONMENT**

### **1. Desktop**

There are approximately 20,000 nodes in King County. Most of the County's nodes are running a mix-mode of Windows NT, 2000, XP, and 2003. LAN operating systems used are a mixture of NT and Novel Netware. The desktop tool set in use is Microsoft Office. The 10,000 workstations in operation around the County range from brand new machines to out dated, under performing models. The County uses workstations from the most prominent vendors, including Dell, Gateway, Toshiba, Micron, Compaq, as well as various clones. The most heavily used suite of applications includes Microsoft Word, Excel, PowerPoint, Access, Project, and Outlook.

### **2. Mainframe**

The IBM mainframe's current architecture includes OS 390 and is currently being upgraded to ZOS. The mainframe supports over 80 applications and several thousand end users. The County's most significant legacy applications run on the mainframe, including: Financial (ARMS and MSA), Law, Safety, and Justice Applications, as well as Property Taxes, and Assessment applications. Generally, most of these applications were installed in the mid 1970's, some were originally purchased as Vendor applications but King County received the source code and has maintained the applications as proprietary systems since then. The County runs two mainframe data management products Adabas, a hierarchical database from Germany's Software AG; and VSAM, that have their data definitions embedded within the program code, making them difficult to modify. They are generally written in COBOL and CICS.

### 3. Servers

The County's servers exist in many different configurations. The majority of the servers maintained run Novell and Microsoft operating systems. NetWare 4.11, 5.1, UNIX, Linux, Windows NT, 2000, XP, and 2003, are all found operating on the County's WAN.

### 4. Applications

There are many software systems or applications that are currently being used throughout the County. Some applications cross agency boundaries and can be categorized as enterprisewide, while others are utilized only within agency boundaries. Enterprisewide systems include financial systems (ARMS, Oracle Financials), and Human Resources/Payroll systems (PeopleSoft, MSA). GIS and Document Management systems are also used. Agency specific applications include the numerous client/server and mainframe functions utilized by Law Safety and Justice Agencies, Public Health, Transportation, Natural Resources, the Department of Assessments, and others.

### 5. External Applications

Some of the County's operations are dependent upon "systems of record" owned and operated by the State of Washington. Other operations have access to state, federal, and City of Seattle applications, as necessary to perform their duties. Access to such systems typically involves 3270 terminal access by end-users.

## D. WORK ORDER PROCESS

The contracts could be used by any County Agency. A scope of work will be drafted and sent via email to the consultants qualified through this RFQ and under contract with the County. The consultants will be asked to respond via email within the timeframe given with a fixed price proposal, which includes the following:

- Fixed Price – identifying rates, hours, travel and other expenses.
- Description of the approach they will use and why they would be a good fit for the work.
- Description of deliverables and scheduling
- Staff availability – engagement start date based on availability
- Work plan – schedule, assignments
- Vendor staff names, roles, resumes

The County will review proposals received by the deadline, score the work order proposals, and award the work order to the selected firm. The County and the consultant will each sign the work order and work will commence. Non-selected firms will be informed of the decision via email.

Upon successful completion of the work, the vendor will invoice the County and be paid according to the contract terms and conditions. Acceptance will be based on King County's acceptance of a set of completed predetermined deliverables.

King County reserves the right to continue using the same vendor selected through the above process for additional work on the same project without conducting another selection process. In such cases, the County would amend the current work order. The vendor would propose a solution, and both parties would re-sign the work order. The County may also use the selection process to select a new vendor if the County believes that is best for the project.

## PART 2 - Scope of Services

There are six categories in the Scope of Services for this RFQ. They are:

**Category A** - IT Project Management

**Category B** - Information Technology Solutions

**Category C** - Technology Planning and Consulting

**Category D** – Security and Privacy

**Category E** - Training

**Category F** - Technical Writing and Documentation

Each area is described below.

**The following is a List of the 6 categories that King County is requesting qualification for, and a listing of the service areas for each category.**

**1. Category A – IT Project Management:**

IT Project Management services include assessing the need for a specific project, planning, organizing, and managing projects of all sizes, complexities, and scopes, utilizing the appropriate PM tools to gain maximum use of available resources. Consultants selected shall:

- Be able to identify and recommend multiple levels of project managers based on project size and complexity.
- Demonstrate expertise in planning, managing, and controlling project scope, schedule, and resources.
- Demonstrate expertise in a wide range of Information Technology projects.

**2. Category B – Information Technology Solutions:**

Information Technology Planning Solution Consultants selected shall demonstrate expertise in the following areas:

- Planning
- Requirements Development
- Alternatives Analysis and Feasibility Analysis
- Architecture and Design
- Development
- Testing
- Implementation Planning
- Implementation
- Management and Operations Planning
- Support
- IT Solutions may be provided for one or more of the following technologies:
  - Networks
  - Wireless
  - Systems (i.e. hardware, equipment)
  - Integration and Middleware
  - Software\Applications
  - Other

**3. Category C – Technology Planning and Consulting:**

Information Technology Planning and Consulting Consultants selected shall demonstrate expertise in the following:

- Strategic Technology Planning
  - Business Alignment
  - Technology Assessment
  - Strategy Development
  - Developing, reviewing, validating, editing, and QA for Strategic Technology Reports
- Tactical Technology Planning – examples include:
  - Agency specific technology plans
  - Technology specific technology plans
  - Business specific technology plans
- Project Planning
  - Scoping and developing plans for specific projects
- Business Analysis – examples include:

- Business reengineering
- Needs assessment
- Requirements analysis
- Feasibility study
- Cost benefit analysis
- Business case
- Facilitation of meetings and processes
- Technical Analysis – examples include:
  - Technologies in use or planned at King County
  - Assessments of current technology with recommendations
  - Capacity planning
  - Equipment replacement planning
  - Asset management
  - Review and assessment of plans with recommendations

#### 4. **Category D –Security and Privacy:**

Information Security and Privacy services include the ability to identify and remediate critical deficiencies, research and advise on the use of the latest security and privacy tools and services. This category may also assist in developing policies and standards, and developing training programs. Consultants selected shall demonstrate expertise in the following areas:

- Policies, standards, guidelines, and procedures development
- Risk and vulnerability assessment
- Compliance Audit
- Security Planning, architecture, and design
- Tools
- Business continuity and disaster recovery

#### 5. **Category E – Training:**

Training related services consultants selected shall demonstrate training expertise in the following IT areas:

- Project Management
- Software Development Life Cycle
- Specialized Technical Training - examples include:
  - Server Admin
  - Database Admin
  - Database Design
  - Specific Programming Languages
- Management and Governance Group Training
- Security
- Other Information Technology Training

#### 6. **Category F – Technical Writing and Documentation:**

Technical related services for Consultants in this area shall demonstrate expertise in the following:

- Technical Writing
  - Developing technical reports
  - Communicating complex Ideas in simple terms
  - Preparing charts and graphs using software tools
- Technical Documentation
  - Document quality assurance – examples include:
    - User guides
    - O & M Manuals
    - System Documentation

### PART 3 – KING COUNTY CONTRACTING OPPORTUNITIES PROGRAM

King County Contracting Opportunities Program is a public contracting assistance. The purpose of the program is to maximize the participation of Small Economically Disadvantaged Businesses (SEDB) through the use of rating points in the award of King County competitively bid contracts for the acquisition of technical services. The program is open to all firms SEDB certified by King County's Business Development and Contract Compliance Office.

A "Small Economically Disadvantaged Business" (SEDB) means that a business and the person or persons who own and control it are in a financial condition, which puts the business at a substantial disadvantage in attempting to compete for public contracts. The relevant financial condition for eligibility under the Program is based on a dollar ceiling for standard business classifications that is set at fifty percent (50%) of the Federal Small Business Administration (SBA) small business size standards using the North American Industrial Classification System (NAICS), and an Owners' Personal Net Worth less than \$750K dollars.

A "Certified Firm" means a business that has applied for participation in King County's Contracting Opportunities Program, and has been certified as an SEDB by the King County Business Development and Contract Compliance (BDCC) office. Information about becoming a Certified Firm, as well as a list of Certified Firms, may be obtained by visiting the King County's Contracting Opportunities Program Website address: <http://www.metrokc.gov/exec/bred/bdcc/prog/kccontractopp.htm> or contacting the BDCC office at (206) 205-0711.

In the evaluation of qualifications, ten points will be allotted for SEDB participation. If the Prime submitter is a SEDB firm that anticipates performing work for the entire contract unassisted, include the SEDB number on page one of this submittal.

### PART 4 - Schedule

Date	Selection Process
11/11/04	Public Announcement for Request for Qualifications
11/19/04	Pre-submittal Conference, 10 a.m.
12/9/04	Statement of Qualifications Due no later than 2 p.m.
12/16/04	Review and Evaluation of Qualifications
TBD	Interviews conducted, if necessary
1/07/05	Execute Contracts and Notice to Proceed

### PART 5 – Evaluation of Submittals

An evaluation team will evaluate submittals according to the following point system, and based on the attached Consultant RFQ Response Form.

Description	Points Available
<b>Consultant Profile – Response Components</b>	<b>20</b>
-Consultant Corporate Profile	
-Consulting Experience – Qualifications,	
-Financial Data	
<b>General Contract Requirements</b>	<b>20</b>
<b>Scope of Work – Response Components</b>	<b>40</b>
-Description of Services and Approach	
-Methodology	
-Consultant Team	

-Project Work Experience	
<b>Pricing – Response Components</b>	<b>20</b>
-Hourly rates: for all proposed resources, incl. Other costs	
-Pricing approach to work orders	
<b>SEDB Certification - Utilization</b>	<b>10</b>
<b>Total Points Available – Written Evaluation</b>	<b>110</b>

If an award is not made based on the written evaluations alone, King County reserves the right to conduct interviews with the highest ranked Submitters. Should the County conduct interviews, an additional 25 points shall be available. Final awards would then be based on the highest ranked submittals as determined by the combination of the written and interview scores.

### **PART 6- Submittal Format**

All RFQ responses are to be submitted using the attached **Consultant RFQ Response Form** and **Supplemental Form**. Submitters shall address all questions in the order presented. Submittals need to be specific, detailed, and complete. Please answer all questions straightforward, using clear, concise, easily understood language.

The Supplemental Form is required for each category submitted. Please duplicate for each category submitted and return with the qualification package.

### SECTION III - NONDISCRIMINATION AND AFFIRMATIVE ACTION

If a contract is awarded from this Request for Qualifications, it will contain the following contract language:

#### PART 1: NON-DISCRIMINATION

- A. King County Code Chapters 12.16, 12.17 and 12.18 are incorporated by reference as if fully set forth herein and such requirements apply to this Contract; provided however, that no specific levels of utilization of minorities and women in the workforce of the Consultant shall be required, and the Consultant is not required to grant any preferential treatment on the basis of race, sex, color, ethnicity or national origin in its employment practices; and provided further that, notwithstanding the foregoing, any affirmative action requirements set forth in any federal regulations, statutes or rules included or referenced in the contract documents shall continue to apply.
- B. During the performance of this Contract, neither the Consultant nor any party subcontracting under the authority of this Contract shall discriminate nor tolerate harassment on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or the presence of any sensory, mental, or physical disability in the employment or application for employment or in the administration or delivery of services or any other benefits under this Contract.
- C. The Consultant shall, prior to the commencement of the work and during the term of this Contract, furnish the County, upon request and on such forms as may be provided by the County, a report of the affirmative action taken by the Consultant in implementing the terms of this section. The Consultant will permit access by the County to the Consultant's records of employment, employment advertisements, application forms, other pertinent data and records related to this Contract for the purpose of monitoring and investigation to determine compliance with these requirements.
- D. The Consultant shall implement and carry out the obligations contained in its Affidavit and Certificate of Compliance regarding equal employment opportunity. Failure to implement and carry out such obligations in good faith may be considered by the County as a material breach of this Contract and grounds for withholding payment and/or termination of the Contract and dismissal of the Consultant.
- E. The Consultant shall comply fully with all applicable federal, state and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
- F. During the performance of this Contract, neither the Consultant nor any party subcontracting under the authority of this Contract shall engage in unfair employment practices. It is an unfair employment practice for any:
  - 1. Employer or labor organization to discriminate against any person with respect to referral, hiring, tenure, promotion, terms, conditions, wages or other privileges of employment;
  - 2. Employment agency or labor organization to discriminate against any person with respect to membership rights and privileges, admission to or participation in any guidance program, apprenticeship training program, or other occupational training program;
  - 3. Employer, employment agency, or labor organization to print, circulate, or cause to be printed, published or circulated, any statement, advertisement, or publication relating to employment or membership, or to use any form of application therefor, which indicates any discrimination unless based upon a bona fide occupation qualification;
  - 4. Employment agency to discriminate against any person with respect to any reference for employment or assignment to a particular job classification;
  - 5. Employer, employment agency or a labor organization to retaliate against any person because this person has opposed any practice forbidden by KCC Chapter 12.18 or because that person has made a charge, testified or assisted in any manner in any investigation, proceeding or hearing initiated under the provisions of KCC Chapter 12.18;
  - 6. Publisher, firm, corporation, organization or association printing, publishing or circulating any newspaper, magazine or other written publication to print or cause to be printed or circulated any advertisement with knowledge that the same is in violation of KCC Chapter 12.18.030C., or to

segregate and separately designate advertisements as applying only to men and women unless such discrimination is reasonably necessary to the normal operation of the particular business, enterprise or employment, unless based upon a bona fide occupational qualification; and/or

7. Employer to prohibit any person from speaking in a language other than English in the workplace unless:
  - a. The employer can show that requiring that employees speak English at certain times is justified by business necessity, and
  - b. The employer informs employees of the requirement and the consequences of violating the rule.

## **PART 2: REQUIRED SUBMITTALS**

- A. All Consultants entering into a contract or agreement with King County valued at \$25,000 or more shall, after the Submitter receives written notice of selection, submit the following:
  1. A Personnel Inventory Report on the form provided by the County.
  2. An Affidavit of Compliance demonstrating the Consultant's commitment to comply with the provisions of KCC Chapter 12.16.
  3. A Sworn Statement of Compliance with 12.16 from any labor union or employee referral agency that refers workers or employees or provides or supervises training programs from whom the Consultant obtains employees.
- B. The County will not execute any agreement or contract without prior receipt of fully executed forms listed in subparagraph A above.
- C. Assistance with the requirements of this Section and copies of Chapters 12.16, 12.17 and 12.18 are available from the Business Development & Contract Compliance (BDCC) Section, phone (206) 205-0700.

## **PART 3: NONDISCRIMINATION IN SUBCONTRACTING PRACTICES**

- A. Compliance with Initiative 200. In accordance with the provisions of Washington Initiative 200, no County Minority and Women Business (M/WBE) utilization requirements shall apply to this Contract. No minimum level of M/WBE sub-consultant participation or purchase from M/WBE certified vendors is required and no preference will be given by the County to a Bidder, Submitter or Proposer for their M/WBE utilization or M/WBE status. Provided, however, that any affirmative action requirements set forth in any federal regulations or statutes included or referenced in the Contract documents will continue to apply.
- B. Non-Discrimination. During the term of this Contract, the Consultant shall not create barriers to open and fair opportunities to participate in County contracts or to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with sub-consultants and suppliers, the Consultant shall not discriminate against any person on the basis of race, color, creed, religion, sex, age, nationality, marital status, sexual orientation or the presence of any mental or physical disability in an otherwise qualified disabled person.

During the performance of work performed under any Agreement resulting from this RFQ, neither the consultant nor any party subcontracting under the authority of the agreement shall discriminate or engage in unfair contracting practices prohibited by K.C.C. 12.17.

- C. Record-Keeping Requirements. The Consultant shall maintain, for at least 6 years after completion of all work under this contract, records and information necessary to document its level of utilization of M/WBEs and other businesses as sub-consultants and suppliers in this contract and in its overall public and private business activities for the same period. The Consultant shall also maintain, for at least 6 years after completion of all work under this contract, all written quotes, bids, estimates or proposals submitted to the Consultant by all businesses seeking to participate on this Contract. Consultant shall make such documents available to the County for inspection and copying upon request. If this contract involves federal funds, Consultant shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the contract documents.

D. Open Competitive Opportunities. King County encourages the utilization of minority owned businesses ("MBEs") and women-owned businesses ("WBEs")(collectively, "M/WBEs") in County contracts. The County encourages the following practices to promote open competitive opportunities for small businesses including M/WBEs:

1. Attending a pre-bid or pre-solicitation conference, if scheduled by the County, to provide project information and to inform M/WBEs and other firms of contracting and subcontracting opportunities.
2. Placing all qualified small businesses attempting to do business in King County, including M/WBEs, on solicitation lists, and providing written notice of subcontracting opportunities to M/WBEs and all other small businesses capable of performing the work, including without limitation all businesses on any list provided by the County, in sufficient time to allow such businesses to respond to the written solicitations.
3. Breaking down total requirements into smaller tasks or quantities, where economically feasible, in order to permit maximum participation by small businesses including M/WBEs.
4. Establishing delivery schedules, where the requirements of this contract permit, that encourage participation by small businesses, including M/WBEs.
5. Providing small businesses including M/WBEs that express interest with adequate and timely information about plans, specifications, and requirements of the contract.
6. Utilizing the services of available community organizations, Consultant groups, local assistance offices, the County, and other organizations that provide assistance in the recruitment and placement of small businesses including M/WBEs.

Further, the County encourages small businesses, including M/WBEs, to participate in the following practices to promote open competitive opportunities:

1. Attending a pre-bid or pre-solicitation conference, if scheduled by the County, to receive project information and to inform prime bidders/proposers of contracting and subcontracting capabilities.
2. Requesting placement on solicitation lists, and receipt of written notice of subcontracting opportunities.
3. Utilizing the services of available community organizations, Consultant groups, local assistance offices, the County, and other organizations that provide assistance in the recruitment and placement of small businesses and M/WBEs.

E. Sanctions for Violations. Any violation of the mandatory requirements of the provisions of this Section shall be a material breach of contract for which the Consultant may be subject to damages and sanctions provided for by contract and by applicable law.

#### **PART 4: REQUIREMENTS DURING WORK**

##### **A. Site Visits**

King County may at any time visit the site of the work and the Consultant's office to review records related to actual utilization of and payments to subcontracting firms. The Consultant shall maintain sufficient records necessary to enable King County to review utilization of subcontracting firms. The Consultant shall provide every assistance requested by King County during such visits.

#### **PART 5: COMPLIANCE WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED AND THE AMERICANS WITH DISABILITIES ACT OF 1990**

The Consultant shall complete a Disability Self-Evaluation Questionnaire for all programs and services offered by the Consultant (including any services not subject to this Contract) and shall evaluate its services, programs and employment practices for compliance with Section 504 of the Rehabilitation Act of 1973, as amended ("504"), and the Americans with Disabilities Act of 1990 ("ADA"). The Consultant shall complete a 504/ADA Disability Assurance of Compliance prior to execution of a contract.

## **SECTION IV - GENERAL CONTRACT REQUIREMENTS**

### **PART 1: TERMINATION CLAUSES**

- A. This Contract may be terminated by the County without cause, in whole or in part, upon providing the Consultant ten (10) calendar days' advance written notice of the termination.

If the Contract is terminated pursuant to this Section IV, paragraph A: (1) the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and (2) the Consultant shall be released from any obligation to provide further services pursuant to the Contract.

- B. The County may terminate this Contract, in whole or in part, upon five (5) calendar days' advance written notice in the event: (1) the Consultant materially breaches any duty, obligation, or services required pursuant to this Contract, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible.

If the Contract is terminated by the County pursuant to this Subsection IV(B) (1), the Consultant shall be liable for damages, including any additional costs of procurement of similar services from another source.

If the termination results from acts or omissions of the Consultant, including but not limited to misappropriation, nonperformance of required services or fiscal mismanagement, the Consultant shall return to the County immediately any funds, misappropriated or unexpended, which have been paid to the Consultant by the County.

- C. If expected or actual funding is withdrawn, reduced or limited in any way prior to the termination date set forth above in Section II or in any amendment hereto, the County may, upon written notice to the Consultant, immediately terminate this Contract in whole or in part.

If the Contract is terminated pursuant to this Section IV, paragraph C: (1) the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination; and (2) the Consultant shall be released from any obligation to provide further services pursuant to the Contract.

Funding under this Contract beyond the current appropriation year is conditional upon appropriation by the County Council of sufficient funds to support the activities described in this Contract. Should such an appropriation not be approved, this contract will terminate at the close of the current appropriation year.

- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Contract or law that either party may have in the event that the obligations, terms and conditions set forth in this Contract are breached by the other party.

### **PART 2: INDEMNIFICATION AND HOLD HARMLESS**

- A. In providing services under this Contract, the Consultant is an independent contractor, and neither the Consultant nor its officers, agents or employees are an employee of the County for any purpose. The Consultant shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits or taxes to, or on behalf of, the Consultant, its employees or others by reason of this Contract. The Consultant shall protect, indemnify and save harmless the County, its officers, agents and employees from and against any and all claims, costs and/or losses whatsoever occurring or resulting from 1) the Consultant's failure to pay any such compensation, wages, benefits or taxes; and 2) the supplying to the Consultant of work, services, materials and/or supplies by Consultant employees or other suppliers in connection with the performance of this Contract.

- B. The Consultant further agrees that it is financially responsible for and shall repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional acts or failure for any reason to comply with the terms of this Contract by the Consultant, its officers, employees, agents and/or

representatives. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Duration of Contract, or the Termination section.

- C. The Consultant shall protect, defend, indemnify, and save harmless the County, [and the State of Washington (when any funds for this Contract are provided by the State of Washington)] their officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of or in any way resulting from the negligent acts or omissions of the Consultant, its officers, employees, and/or agents. The Consultant agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, the Consultant by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event that County incurs attorney fees and/or costs in the defense of claims, for damages within the scope of this section, such fees and costs shall be recoverable from the Consultant. In addition King County shall be entitled to recover from the Consultant fees, and costs incurred to enforce the provisions of this section.

Claims shall include, but not be limited to, assertions that the use or transfer of any software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, or otherwise results in unfair trade practice.

Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this agreement.

### **PART 3: INSURANCE**

The selected Consultants shall furnish, at a minimum, Commercial General Liability, to include Products and Completed Operations, in the amount of \$1,000,000 combined single limit; \$2,000,000 aggregate. In addition, evidence of Workers' Compensation and Stop-Gap Employer's Liability for a limit of \$1,000,000 shall be provided. Further, when automobile travel is required in the execution of a contract, the selected consultants shall furnish Automobile Liability with a limit of \$1,000,000, and Professional Liability: Errors and Omissions in the amount of \$1,000,000 per claim/Aggregate.

**Such policy/policies shall endorse King County, and its appointed and elected officials, officers, agents and employees as additional insureds.**

King County reserves the right to approve deductible/self-insured retention levels and the acceptability of insurers.

### **PART 4: CORRECTIVE ACTION**

If the County determines that a breach of contract has occurred, that is the Consultant has failed to comply with any terms or conditions of this Contract or the Consultant has failed to provide in any manner the work or services agreed to herein, and if the County deems said breach to warrant corrective action, the following sequential procedure will apply:

- A. The County will notify the Consultant in writing of the nature of the breach;
- B. The Consultant shall respond in writing within three (3) working days of its receipt of such notification, which response shall indicate the steps being taken to correct the specified deficiencies. The corrective action plan shall specify the proposed completion date for bringing the Contract into compliance, which date shall not be more than ten (10) days from the date of the Consultant's response; unless the County, at its sole discretion, specifies in writing an extension in the number of days to complete the corrective actions;
- C. The County will notify the Consultant in writing of the County's determination as to the sufficiency of the Consultant's corrective action plan. The determination of sufficiency of the Consultant's corrective plan shall be at the sole discretion of the County;
- D. In the event that the Consultant does not respond within the appropriate time with a corrective action plan, or the Consultant's corrective action plan is determined by the County to be insufficient, the County may commence termination of this Contract in whole or in part pursuant to Section IV.B;

- E. In addition, the County may withhold any payment owed the Consultant or prohibit the Consultant from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and
- F. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section IV, Termination Clauses, Subsections A, B, C, and D.

## **PART 5: ASSIGNMENT/SUBCONTRACTING**

- A. The Consultant shall not assign or subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the County. Said consent must be sought in writing by the Consultant not less than fifteen (15) calendar days prior to the date of any proposed assignment.
- B. "Subcontract" shall mean any agreement between the Consultant and a Subcontractor or between Subcontractors that is based on this Contract, provided that the term "subcontract" does not include the purchase of (i) support services not related to the subject matter of this contract, or (ii) supplies.

## **SECTION V - ADDITIONAL INFORMATION & REQUIREMENTS**

- A. Non-Discrimination in Benefits to employees with Domestic Partners

King County's Equal Benefits (EB) Ordinance 14823 states that to be eligible for award of contracts at a cost of \$25,000.00 or more, firms must not discriminate in the provisions of employee benefits between employees with spouses, and employees with domestic partners. The successful Contractor, bidder or proposer shall be required to complete a Worksheet and Declaration form. Compliance with Ordinance 14823 is a mandatory condition for execution of a contract. The EB Compliance forms, and Ordinance 14823 are available online at: <http://www.metrokc.gov/finance/procurement/forms.asp>

- B. Disclosure – Conflict of Interest

King County Code Chapter 3.04 is incorporated by reference as if fully set forth herein and the Consultant agrees to abide by all the conditions of said Chapter. Failure by the Consultant to comply with any requirements of this Chapter shall be a material breach of contract.

1. The Consultant covenants that no officer, employee, or agent of the County who exercises any functions or responsibilities in connection with the planning and implementation of the scope of services funded herein, or any other person who presently exercises any functions or responsibilities in connection with the planning and implementation of the scope of services funded herein shall have any personal financial interest, direct or indirect, in this Contract. The Consultant shall take appropriate steps to assure compliance with this provision.
2. If the Consultant violates the provisions of Section V (1) or does not disclose other interest required to be disclosed pursuant to King County Code Section 3.04.120, as amended, the County will not be liable for payment of services rendered pursuant to this Contract. Violation of this Section shall constitute a substantial breach of this Contract and grounds for termination pursuant to Section IV (B) above as well as any other right or remedy provided in this Contract or law.
3. The King County Board of Ethics maintains a website that provides information regarding King County ethics requirements. To review specific areas of the Code of Ethics that relate to contractors and vendors, follow this path: <http://www.metrokc.gov/ethics/>, and access 1) The Code of Ethics, "Employee Code of Ethics 3.04", and 2) Advice and Guidance "Doing Business with Contractors, Vendors, Clients and Customers". Under "Employee Code of Ethics 3.04", there are two areas of the code that speak specifically to contractors: 3.04.060 B1 (attempting to secure preferential treatment) and 3.04.120 (disclosure of interests by consultants requirement). There are other sections under conflict of interest, 3.04.030 that are directed to employees and govern their relationships with contractors.

- C. Recycled/Recyclable Products

It is the policy of King County to use recycled materials to the maximum extent practicable (King County Code Chapter 10.16). Consultants able to supply products containing recycled materials that meet

performance requirements are encouraged to offer them in bids and proposals and to use them wherever possible in fulfillment of contracts.

The Consultant shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Contract and shall ensure that, whenever possible, the cover page of each document printed on recycled paper bears an imprint identifying it as recycled paper. If the cost of recycled paper is more than fifteen percent higher than the cost of non-recycled paper, the Consultant may notify the Contract Administrator, who may waive the recycled paper requirement. The Consultant shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical in the fulfillment of this Contract.

#### D. Proprietary Rights

The parties to this Contract hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. The foregoing shall not apply to existing training materials, consulting aids, check lists and other materials and documents of the Consultant which are modified for use in the performance of this Contract.

#### E. Supported Employment Program

King County encourages the creation of supported employment programs for developmentally and/or severely disabled individuals. The County itself has such a program and is actively seeking to do business with those contractors and consultants that share this employment approach. If your firm has such a program, or intends to develop such a program during the life of this contract, please submit documentation supporting this claim with your bid/proposal/qualifications. If you have questions, or need additional information, please contact Ray Jensen, Community & Human Services, Developmental Disabilities Division, (206) 296-5268 or the County's Business Development and Contract Compliance Section at (206) 205-0700.

### **SECTION VI - MAINTENANCE OF RECORDS/AUDITS**

- A. The Consultant shall maintain, and shall require any sub-consultant to maintain, accounts and records, including personnel, property, financial and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all project funds and compliance with this Contract. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and services provided in the performance of this Contract. The Consultant shall make such documents available to the County for inspection, copying, and auditing upon request.
- B. All records referenced in subsection (A) shall be maintained for a period of six (6) years after completion of work or termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14, or unless a longer retention period is required by law.
- C. The Consultant shall provide access to its facilities, including those of any sub-consultant, to the County, the state and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract. The County will give advance notice to the Consultant in the case of fiscal audits to be conducted by the County.
- D. The Consultant agrees to cooperate with the County or its designee in the evaluation of services provided under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluation shall be maintained and disclosed in accordance with RCW Chapter 42.17.
- E. If the Consultant received a total of \$500,000.00 or more in federal financial assistance during its fiscal year from the County, and is a non-profit organization or institution of higher learning or a hospital affiliated with an institution of higher learning, and is, under this Contract, carrying out or administering a program or portion of a program, it shall have an independent audit conducted of its financial statement and condition, which shall comply with the requirements of GAAS (generally accepted auditing standards), GAO's Standards for Audits of Governmental Organizations, Programs, Activities, and Functions and OMB Circulars A-133 and A-128, as amended and as applicable. Consultants receiving federal funds from more than one

County Department or Division shall be responsible for determining of the combined financial assistance is equal or greater than \$500,000.00. The Consultant shall provide one copy of the audit report to each County division providing federal financial assistance to the Consultant no later than six (6) months subsequent to the end of the Consultant's fiscal year.

## SECTION VII – REQUIRED FORMS


The following completed forms will be required from the selected contractor, prior to contract award:

- A. King County Personnel Inventory Report
- B. Affidavit and Certificate of Compliance with King County Code 12.16
- C. Statement of Compliance - Union or Employee Referral Agency Statement (if applicable)
- D. King County Code 3.04.120 and Consultant Disclosure Form
- E. 504/ADA Disability Assurance of Compliance and Corrective Action Plan
- F. Equal Benefits Compliance Declaration Form

Copies of these forms are available by contacting the King County Procurement and Contract Services Division. They are available in paper form, or may be obtained via e-mail. Please contact Cathy Betts at 206-263-4267 or Roy L. Dodman at 206-263-4266, or by sending an e-mailed request to [cathy.betts@metrokc.gov](mailto:cathy.betts@metrokc.gov) or [roy.dodman@metrokc.gov](mailto:roy.dodman@metrokc.gov).

## SECTION VIII – BID SUBMITTAL CHECKLIST

- A. One (1) signed copy of entire RFQ package.
- B. One (1) signed copy of any Addendum that was issued. (If it has signature box at bottom of first page, it must be returned.)
- C. One (1) unbound copy of qualification submittal response marked "Original."
- D. Three (3) copies of qualification submittal response.
- E. Complete the Bid Identification Label below (or reasonable facsimile) and attach it to a prominent place on the exterior of the submission envelope, box, etc.

<b>U R G E N T – SEALED BID ENCLOSED</b>	
<b>Do Not Delay – Deliver Immediately</b>	
<b>U R G E N T</b>	 <b>King County</b> King County Procurement & Contract Services Section Exchange Building, 8 <sup>th</sup> Floor 821 2nd Ave, EXC-FI-0862 Seattle, WA 98104-1598
	<b>Bid No. RFQ 169-04RLD</b>
	<b>Bid Title IT Consulting Services Roster</b>
	<b>Due Date</b>
	<b>Vendor</b>
<b>U R G E N T</b>	



King County Office of

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**INFORMATION RESOURCE  
MANAGEMENT**

King County  
RFQ Response Form

for

IT Consulting Services Roster

November 9, 2004

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As part of the response to this RFQ, submitters should make copies of the supplied Supplemental Form for each category that you are responding to. Responses will be considered incomplete if not accompanied with the appropriate properly filled out Supplemental Form.

**Consulting Qualifications Response Form**

**1. CORPORATE PROFILE**

**Consultant Corporate Profile**

Consultant or Firm Name\_\_\_\_\_

How many years have your firm been in business? \_\_\_\_\_

Provide a brief overview of the Submitter's company, and any partners or subcontractors proposed in this RFQ including discussions of:

- History
- Organizational and Corporate Strategy
- Mission Statement

**Consulting Experience - Qualifications**

Explain your experience working with government and private organizations on similar type contracts. Identify which contracts were with government organizations and describe the complexity of the organization and project. Include examples of similar work products to those required in this scope of work.

**Financial Data**

Submitter must include information describing the current financial condition of Submitter's company. Include Submitter's latest annual report, or similar information.

Explain the information provided.

## General Contract Requirements

The consultant shall identify if they will comply with sections III thru VI of the RFQ with a “yes” or “no” response.

**Yes**

**No**

If the Response above is “No”, the consultant must identify the specific issues

## **2. SCOPE OF SERVICES**

## Description of Services, Approach, and Methodology

**For each of the consulting service categories listed below identify which areas you are proposing services for. Consultants are not required to propose in all areas; selection will be separate for each area.**

**Yes/No**

### Category A - IT Project Management

### Category B - Information Technology Solutions

/

### Category C - Technology Planning and Consulting

### Category D – Security and Privacy

### Category E - Training

### Category F - Technical Writing and Documentation

**For each category proposed, answer the associated questions and describe the services, approach, and methodology that you would offer for that particular category.**

**A. IT Project Management**

1. Complete the supplied Supplemental form for Category A - IT Project Management.
2. Describe the levels of Project Management you offer and identify how you select the appropriate level for a particular project based on size, complexity, or other attributes of the project.
3. What type of IT projects are you able to provide Project Management services for?
4. Fill out and describe in the table below, the services you offer in that area and the approach and methodology that you would use for that area.

AREA	Description of Services and Approach
<ul style="list-style-type: none"><li>▪ <b>Planning, managing, and controlling project scope, schedule, and resources for projects of varying sizes and complexities.</b></li></ul>	
	<b>Identify Methodologies Used</b>

## **B. Information Technology Solutions**

5. Complete the *supplied* Supplemental form for category B – Information Technology Solutions.
6. Fill out and describe in the table below, the services you offer in that area and the approach and methodology that you would use for that area.

AREA	Description of Services and Approach
<p><b>Focusing on IT Solutions, explain how you would address each of the following areas:</b></p> <ul style="list-style-type: none"> <li>• Planning</li> <li>• Requirements Development</li> <li>• Alternatives Analysis</li> <li>• Feasibility Analysis</li> <li>• Architecture and Design</li> <li>• Development</li> <li>• Testing</li> <li>• Implementation Planning</li> <li>• Implementation</li> <li>• Management and Operations Planning</li> <li>• Support</li> </ul> <p><b>Based on the Technology Solutions listed on above, identify the areas listed below, that you are able to provide effective IT Solutions for.</b></p> <p>Networks</p> <p>Wireless</p> <p>Systems (i.e. hardware, equipment)</p> <p>Integration &amp; Middleware</p> <p>Software</p> <p>Other</p>	Identify Methodologies Used

### **C. Technology Planning and Consulting**

1. Complete the supplied Supplemental form for Category C - Technology Planning and Consulting.
2. Fill out and describe in the table below, the services that you offer in that area and the approach and methodology that you would use for that area.

AREA	Description of Services and Approach
<b>Strategic Technology Planning</b>  Examples include: <ul style="list-style-type: none"> <li>• Business Alignment</li> <li>• Technology Assessment</li> <li>• Strategy Development</li> <li>• Transition Planning</li> <li>• Strategic Technology Reports</li> </ul>	
	Identify Methodologies Used

AREA	Description of Services and Approach
<b>Tactical Technology Planning</b>  Examples include: <ul style="list-style-type: none"> <li>• Agency Specific Technology Plans</li> <li>• Technology Specific Tech Plans</li> <li>• Business Area Specific Technology Plans</li> </ul>	
	Identify Methodologies Used

AREA	Description of Services and Approach
<b>Project Planning Concepts</b> <ul style="list-style-type: none"> <li>Scoping and Developing Plans for Specific Projects.</li> </ul>	
	Identify Methodologies Used

AREA	Description of Services and Approach
<b>Business Analysis</b> <p>Examples include:</p> <ul style="list-style-type: none"> <li>Business Reengineering</li> <li>Needs Assessment</li> <li>Requirements Analysis</li> <li>Feasibility Study</li> <li>Cost Benefit Analysis</li> <li>Business Case</li> <li>Meeting and Process Facilitation</li> </ul>	
	Identify Methodologies Used

AREA	Description of Services and Approach
<b>Technical Analysis</b> <p>Examples include:</p> <ul style="list-style-type: none"> <li>Technology Assessments and Recommendations</li> <li>Capacity Planning</li> <li>Equipment Replacement Planning</li> <li>Review and Assessments of Plans with Recommendations</li> </ul>	
	Identify Methodologies Used

**D. Security and Privacy**

1. Describe your knowledge and experience with Security and Privacy tools.
2. Complete the supplied Supplemental form for Category D - Security and Privacy.
3. Fill out and describe in the table below, the services you offer in that area and the approach and methodology that you would use for that area.

AREA	Description of Services and Approach
Policies, Standards, Guidelines, and Procedures Development	
	Identify Methodologies Used

AREA	Description of Services and Approach
Risk and Vulnerability Assessments	
	Identify Methodologies Used

AREA	Description of Services and Approach
Compliance Auditing	
	Identify Methodologies Used

AREA	Description of Services and Approach
Security Planning, Architecture, and Design	
	Identify Methodologies Used

AREA	Description of Services and Approach
Business Continuity and Disaster Recovery Planning.	
	Identify Methodologies Used

## E. Training

1. List the IT areas that you offer training in.
2. Complete the supplied Supplemental form For Category E – Training.
3. Fill out and describe in the table below, the services you offer for that area and the approach and methodology that you would use for that area.

AREA	Description of Services and Approach
<p><b>Project Management</b> For Experienced and Inexperienced Project Managers</p> <p><b>Software Development Life Cycle</b></p> <p><b>Specialized Technical Training</b> Examples include:</p> <ul style="list-style-type: none"> <li>• Server Admin</li> <li>• Database Admin</li> <li>• Database Design</li> <li>• Specific Program Languages</li> </ul> <p><b>Management and Governance Training</b></p> <ul style="list-style-type: none"> <li>• High Level Overview of IT Topics for Management Groups</li> </ul> <p><b>Security Training</b></p> <ul style="list-style-type: none"> <li>• End User</li> <li>• Technical Staff</li> <li>• Other IT Training</li> </ul>	Identify Methodologies Used

**F. Technical Writing and Documentation Services**

1. Complete the supplied Supplemental form For Category F - Technical Writing and Documentation Services.
2. Fill out and describe in the table below, the services you offer in that area and the approach and methodology that you would use for that area.

AREA	Description of Services and Approach
<p><b>Technical Writing for IT</b></p> <ul style="list-style-type: none"> <li>• Developing Technical Reports</li> <li>• Communicating Complex Ideas in Simple Terms</li> <li>• Preparing Charts and Graphs using Software Tools</li> </ul> <p><b>Technical Documentation</b></p> <ul style="list-style-type: none"> <li>• Document Quality Assurance  Example include: <ul style="list-style-type: none"> <li>○ User Guides</li> <li>○ O &amp; M Manuals</li> <li>○ System Documentation</li> </ul> </li> </ul>	
	<b>Identify Methodologies Used</b>

## SUPPLEMENTAL FORM

**Consultant or Firm Name** \_\_\_\_\_

Complete the following Supplemental Form with pricing information for each of the categories that you are submitting qualifications for.

This form is to be used when applying for any or all of the categories listed below. A separate form is required for each category submitted. When including this form (forms), please note on each copy the category of work being applied for.

(For example, if a submitter is providing qualification for Category A and Category D, a separate Supplemental Form is required for each category)

**Category A** - IT Project Management

**Category B** - Information Technology Solutions

**Category C** - Technology Planning and Consulting

**Category D** – Security and Privacy

**Category E** - Training

**Category F** - Technical Writing and Documentation

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Consultant Team and Project Work Experience

Fill out the following table for each team member:

Name	Team Members Role	Years of experience on similar assignments	# of similar assignments worked	Certifications

Attach resumes of up to 5 of the team members identified above.

Project work experience

Number of year's firm has offered this service. \_\_\_\_\_

How many assignments of this type has your firm completed? \_\_\_\_\_

Briefly describe your firm's experience and qualifications with this type of service:

**In the tables below, list three similar recent projects that you have completed:**

Project Name	Customer	Contact Person	Phone Number
Email Address	Start Date	Finish Date	Project Dollar Value

Give a brief description of the work performed.

Project Name	Customer	Contact Person	Phone Number
Email Address	Start Date	Finish Date	Project Dollar Value

Give a brief description of the work performed.

Project Name	Customer	Contact Person	Phone Number
Email Address	Start Date	Finish Date	Project Dollar Value

Give a brief description of the work performed.

**Pricing**

Submitter shall provide rates for each role required to perform the scope of work. The following guidelines will apply to pricing:

- All rates identified will be the maximum rates allowed when proposing for work orders, for each role identified.
- Describe your usual methodology for pricing a work order. Include the key factors used in calculating the costs.